

VACANCY ANNOUNCEMENT**ANNOUNCEMENT #M-01404A****POSITION: PROGRAM ASSISTANT GSE-02/03/04****SALARY: \$9.65 - \$15.36 PH****LOCATION: CHILD DEVELOPMENT CENTER****OPEN: 14 JANUARY 2004****CLOSE: OPEN CONTINUOUS****AREA OF
CONSIDERATION: COMMUTING AREA**

(X) Spouse Preference Eligible
(X) Involuntary Separated Military

() Regular Full-Time (35-40 Hours Per Week)
() Regular Part-Time (20-34 Hours Per Week)
(X) Flexible (0-40 Hours Per Week)

() One-Time Basis
(X) Establish Register
() Merit Staffing

HOW TO APPLY: Submit current SF-171 or OF612 and any supplemental forms to
Morale, Welfare & Recreation, Bldg. 467-Suite A, NASMR, 47402 Buse Road, Patuxent River, MD 20670
Attn: Personnel Dept. For further information call 301-342-3653.

DUTIES AND RESPONSIBILITIES

Entry Level – Performs the more routine or repetitive simple childcare tasks following step by step instruction. Helps arrange room and play materials. Helps create adult-made games and assists in developing a list of supplies. Conducts appropriate play and learning activities.

Intermediate Level – Performs the major target level duties and responsibilities working under close supervision. Assists in the planning and conducting of development programs. Implements daily schedules and activity plans. Assists in creating a pleasant inviting atmosphere. Completes and submits required reports in an accurate and timely manner, conducts appropriate play and learning activities. Attends to the physical needs of the children.

Full Performance Level – Ensures the care provided is in compliance with child development standards. Assists in planning and conducting an effective development program. Reviews and implements daily schedules and activity plans and briefs lower grade employees. Creates a pleasant, inviting atmosphere for children during programmed activities. Coordinates by age the appropriate play and learning activities. Attends to the physical needs of the children.

LEVEL	REQUIRED EXPERIENCE	TRAINING AND/OR CERTIFICATION
Entry Level GSE-02 Child Development Program Assistant	None	None
Intermediate Level GSE-03 Child Development Program Assistant	6 Months	CPR, First Aid and Heimlich Maneuver, Child Abuse Prevention and Reporting. Basic Child Development including age appropriate Activities, discipline techniques and nutrition. Reading of local SOP's Health and Safety, Sanitation, Fire Prevention).
Full Performance Level GSE-04 Child Development Program Assistant	1 Year (6 months of this experience must have been at GSE-03 level.	Must complete all GSE-03 training certification requirements plus 13 modules.

QUALIFICATIONS:

Must obtain favorable results on background investigation. All applicants must be at least 18 years of age and possess a High School Diploma or GED.

Obligation to give all information to be considered in rating/ranking qualifications is the responsibility of the applicant. Applications and additional information will not be accepted after the closing date for this vacancy. Applications must be received in the Personnel Office or postmarked no later than the closing date of this announcement or they will not be given consideration.

Applicants must meet all eligibility requirements for the position.

Privacy Act Requirements (PL93-597): The application forms prescribed are used to determine qualifications for promotion or employment and are authorized under Title 5, USC Section 3302 and 3361.

Spouses of Active Duty Military Personnel shall be provided spousal preferential consideration for positions NF1 and NF2. Eligibility begins 30 days before the military member's reporting date and continues for the duration of the PCS Orders until the Spouse accepts or rejects a job offer.

Include with the application any awards received such as outstanding performance ratings, awards granted under incentive awards programs (list monetary awards), and awards given to employees under your supervision.

Rating/Ranking of promotional candidates to determine the best qualified will be accomplished by comparing the candidates' knowledge, skills and abilities against the evaluation factors listed in this announcement. These factors are essential for an employee to perform the duties of the position. Supervisory appraisal experience, training, and awards will be considered in the Rating/Ranking process.

Applicants should make a copy of their application for their files. No application will be returned and no copies of applications will be provided.

The Department of the Navy is an Equal Employment Opportunity employer. All qualified candidates will receive consideration without regard to Race, Color, Religion, Sex, National Origin, Age, Disability, Marital Status, Political Affiliation, Sexual Orientation or any other non-merit factor.